



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
PROBATION OVERSIGHT COMMISSION
WORKING GROUP
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374
LOS ANGELES, CALIFORNIA 90012**

Wednesday, June 8, 2016

1:00 PM

AUDIO OF THE ENTIRE MEETING. (16-3065)

Attachments: [Audio](#)

Call to Order.

I. ADMINISTRATIVE MATTERS

Chair Chodroff called the meeting to order at 1:14 p.m.

Present: Chair Carol Chodroff, Vice Chair Alex Johnson, Gabriella Holt,
Don Meredith and Jose Osuna

1. Approve Minutes for the May 25, 2016 Meeting. (16-2843)

On motion of Chair Chodroff, seconded by Member Holt, the Probation Oversight Commission Working Group approved the May 25, 2016 Minutes.

Attachments: [Minutes](#)

2. Meeting Schedule and Location Update. (16-2850)

The Probation Oversight Commission Working Group reviewed the Meeting Schedule and Location Update and accepted the schedule as presented.

Attachments: [Meeting Schedule 6-08-16](#)

II. OVERSIGHT ASSESSMENT: Review of Previous Presentations

3. Discussion of the information obtained from last meeting's Presentations, pending reports and next steps. (16-2581)

Chair Chodroff opened the floor for discussion relative to the presentations given by Dean Hansell, Partner, Hogan Lovells and Former Chair of the Los Angeles Sheriff's Civilian Oversight Commission Working Group; Dr. Jesus Corral, Senior Director, Education Reform, Los Angeles County Probation Department; and Dr. Michael Schumacher, Probation Consultant, Research and Evaluation. Discussion ensued and the Probation Oversight Commission Working Group considered the following: possible additional one-on-one meetings with Dean Hansell; inviting unions and other associations relative to Probation interaction; streamlining the reporting process for Probation entities; strengthening the relationship between the Los Angeles County Office of Education and Probation and enlisting the Board of Supervisors' assistance in advocating for such; and the consideration of the recommendations presented by Dr. Corral.

Chair Chodroff inquired if it would be helpful to have former Probation employees to come before the Working Group. Cal Remington, Interim Chief Probation Officer, indicated that he will look into who might be available to appear, and also informed the Working Group that Dr. Schumacher can return after his reports are concluded.

Attachments: [Questions for the Probation Ombudsman](#)

4. Working document for draft recommendations to the Board of Supervisors relative to Probation oversight. (16-2848)

Chair Chodroff presented a draft document to the Working Group to serve as a starting point for the discussion of the process for developing recommendations to the Board of Supervisors. The Working Group agreed that Members' comments relative to the draft document will be forwarded to Commission Staff. Staff will work with the Chair and County Counsel to draft a document from which the Working Group Members can begin the development of their recommendations.

Working Group Members discussed and made suggestions relative to expanding potential recommendations. Member Meredith highlighted the issue of the various entities that interact with the Probation Department, but not with each other, and suggested that some coordination should

be considered between all the entities that interact with the Probation

Department. Member Holt voiced her concern relative to the coordination of report processing and suggested that the Oversight Commission serve as the source from which pertinent information and reports can be disseminated. Vice Chair Johnson indicated that the potential Probation Oversight Commission should have a sufficient amount of authority in order to ensure that recommendations and processes continue to move forward.

Vice Chair Johnson also referred to a 2010 Report to the Board of Supervisors relative to the Management and Administrative Assessment of the Probation Department. Commission Staff was requested to obtain the Report and disseminate to the Working Group Members and other interested parties.

The Working Group discussed various processes for the intake of recommendations from sources other than the Working Group and requested the Commission Staff and CEO to develop an intake process for outside comments and recommendations.

By Common Consent, there being no objection, the Probation Oversight Commission Working Group approved the process for the development of a Draft Recommendation Working Document; requested the Commission Staff and CEO to develop an intake process for outside comments and recommendations; and include a standing item for review of outside comments and recommendations on forthcoming agendas.

Attachments: [Working Document-Draft Recommendations](#)

III. PRESENTATIONS

5. Presentation by Jessica Gama, Ombudsman, Department of Probation.
(16-2845)

Jessica Gama, Ombudsman, Probation Department, presented an overview of the role and responsibilities of the Office of Ombudsman and the various types of Ombudsmen available. Ms. Gama added that she serves as the classical/organizational Ombudsman who handles complaints from constituents and employees. Ms. Gama explained that her interaction with probationers is primarily informal unless circumstances require a formal investigation and that her office consists of herself and a secretary with fifty percent (50%) of her time being spent in the field.

Ms. Gama presented examples of her interaction with the youth and the different interviewing methods she utilizes. Ms. Gama also informed the Working Group of the various reports that she prepares and added that she provides regular monthly reports to the Head of the Professional Standards Bureau.

Ms. Gama responded to questions posed by the Working Group and provided recommendations solicited by the Working Group.

Attachments: [Questions for Probation Ombudsman](#)

IV. STATUS REPORTS/UPDATES AND DISCUSSION ITEM(S)

6. Review of existing Probation-related Commissions, Committees and Agencies; Probation Overview Matrix; and discussion of the presentation schedule and other related matters. (16-2044)

The Probation Oversight Commission Working Group discussed the remaining entities on the Probation related Agency List. Chair Chodroff informed the Working Group that scheduled to speak at the meeting of June 22, 2016, are: Judge Donna Groman, Barbara Bigby and Cheryl Grills, Chair and Vice Chair of the Sybil Brand Commission, respectively, and David Grkinich, Bureau Chief for the Professional Standards Bureau. Chair Chodroff encouraged the timely submission of questions for the guest speakers. Commission Staff indicated that questions should be submitted by Wednesday, June 15th.

During discussion potential guest speakers were brought forward by various Working Group Members, and Commission Staff was requested to revise the Meeting Schedule Chart to include a column which lists the intended guest speakers. In addition, the Working Group set the order in which guests will appear on the Schedule.

Attachments: [Agency List and Summary](#)

- 7.** Review of the Department of Probation Overview Matrix. (16-2847)

Amalia Lopez, Probation Department, reviewed the matrix with the Working Group and discussion ensued.

After discussion, by Common Consent, there being no objection, the Probation Oversight Commission Working Group approved Matrix and requested that applicable links be added to the document.

Attachments: [Supporting Document](#)

- 8.** Update by the Chief Executive Office on the selection of the Consultant for the preparation of the best practices model evaluation. (16-2045)

Dardy Chen, Chief Executive Office, informed the Working Group that the consultant selection has been narrowed down between two vendors and that a selection should be made soon pending clarifying information forthcoming from the vendors. Mr. Chen indicated that a recommendation should be forwarded to the Board of Supervisors within the next few weeks and anticipates that a contract will be concluded sometime in August.

Attachments: [Consultant Scope of Work](#)

V. MISCELLANEOUS

- 9.** Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Probation Oversight Working Group subsequent to the posting of the agenda. (16-2018)

There were none.

- 10.** Opportunity for members of the public to address the Working Group on items of interest that are within the subject matter jurisdiction of the Working Group. (16-2019)

There were none.

11. Adjournment of the meeting of Wednesday, June 8, 2016. The next meeting is scheduled for Wednesday, June 22, 2016 at the Kenneth Hahn Hall of Administration, Room 374 at 1:00 p.m. (16-2849)

Chair Chodroff adjourned the meeting at 3:25 p.m.